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ABSTRACT

Statistical information was compiled regarding non-credit adult and continuing education activities of U.S. colleges and universities during the year ending June 30, 1976. A national sample of 479 schools selected from among 3,012 public and private institutions was surveyed. Based on the responses of all but one school, the results include the following: (1) adult and continuing education activities were offered by 2,225 colleges and universities during 1975-76 which represented a 102% increase from 1967-68, (2) two-year colleges constituted 44.6% of the total institutions offering adult and continuing education in 1975-76 and accounted for 47.3% of the total registrations, (3) registrations in adult and continuing education activities offered by colleges and universities in 1975-76 totalled 8.8 million which was a 56.5% increase from 1967-68, (4) public institutions reported 89.1% of the registrations in 1975-76, (5) the largest numbers of registrations were reported for courses in business and management, education, health professions, and fine and applied arts, and (6) the Continuing Education Unit was used in 1975-76 to record the extent of adult and continuing education activities by 798 of 2,225 institutions offering such activities. (This report contains ten tables of data. The survey form and instructions, including definitions, are appended.) (EM)

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NCES 78-344

NONCREDIT ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION FOR THE YEAR ENDING JUNE 30, 1976

By the late

Florence B. Kemp

Adult and Vocational Education Surveys Branch

National Center for Education Statistics

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FOREWORD

The National Center for Education Statistics (NCES) conducts a number of surveys in the area of adult education. The concept for these surveys was developed by Morris B. Ullman when he was Chief of the Adult and Vocational Education Surveys Branch.

Every three years, a national sample of individuals is contacted through the Current Population Survey of the Bureau of the Census to ascertain their adult education activities in the past year.[1] Complementing this triennial study of individuals are surveys of types of organizations which sponsor adult education: public school systems, community organizations, correspondence schools, and colleges and universities.[2]

This manuscript reports the results of the survey of adult and continuing education activities in colleges and universities during the year ending June 30, 1976. The survey was developed and monitored by Florence B. Kemp as part of the Higher Education General Information Survey (HEGIS). Miss Kemp died on April 20, 1977 and this report has been prepared using the data which she developed and her notes on the methodology.

Feeling very strongly that advice from experts in the field should be utilized in developing surveys, Miss Kemp made effective use of a number of persons with interests in adult education and research. A list of them appears in appendix A. Within the National Center for Education Statistics, Dale Chismore, Edith Huddleston, Arthur Podolsky, Evelyn R. Kay, Nicholas A. Osso, Sylvester Cain, Ruth Boaz, and Abraham Frankel contributed to the design of this survey. Assistance was also provided by U.S. Office of Education staff including Paul Delker and Morris Brown of the Division of Adult Education, Eugene Weldon of the Community Service and Continuing Education Branch, and Fred Fisher of the Automatic Data Processing Branch.

The survey was conducted by Value Engineering, Incorporated, under the overall direction of Jack Z. Moore. Working on this project were James P. Lurz, Jack P. Jennings, Kathleen McConnon, Joel Williams, William Smith, and Marvin Coulton.

As in any survey, success depends on the cooperation received from respondents. Their role in providing the data and the high number of unsolicited comments expressing interest in the results reflect the growing development of adult and continuing education leadership on the staffs of colleges and universities.

Robert Calvert, Jr.
Chief, Adult and Vocational
Education Surveys Branch

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[1] Imogene E. Okes, *Participation in Adult Education-Final Report, 1969.*
Imogene E. Okes, *Participation in Adult Education-Final Report, 1972.*
Ruth L. Boaz, *Participation in Adult Education, 1975.*

[2] Imogene E. Okes, *Adult Education in Public Education Systems, 1968-69 and 1969-70.*
Evelyn R. Kay, *Adult Education in Community Organizations, 1972.*
Sylvester Cain, *Adult Education by Correspondence, 1975-76.*
Florence B. Kemp, *Noncredit Activities in Institutions of Higher Education, 1967-68.*

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INTRODUCTION

Many experts in the field of higher education predict that the greatest future enrollment growth for colleges and universities will be in adult education. Certainly, the data from the survey on which this report is based indicate that adult education enrollments are significant and growing.[1]

The information on collegiate programs in adult education was collected from a sample of 479 colleges and universities selected to permit the development of national estimates. For comparative purposes, two sets of data, 1967-68 and 1975-76, appear in many of the text tables. The latter includes both the 1975-76 school year (September to June) and the summer of 1975.

To enable the reader to move immediately to the results of the survey, information on methodology has been located in the back of the report. Appendix A contains a list of persons who helped with the planning of the survey. A copy of the survey form and instructions, including the definitions used in this survey, appears in appendix B.

[1] For purposes of this survey, adult education was defined as follows:

> Adult/continuing education activities include organized instructional activities designed to meet the needs of people beyond compulsory school age whose major occupation is not that of a full-time student. They register for purposes of improving knowledge and/or skills in relation to career interests, home and family living, community activity, and personal development in degree credit, nondegree credit, and/or noncredit courses.

The survey form specifically asked respondents not to report any courses for which credit was given and all activities offered by the Cooperative Extension Service (whether credit or noncredit). Also to be omitted were all social or recreational activities and any noncredit activity involving less than 3 hours of instruction.

SUMMARY OF RESULTS

Institutions and Registrations

In 1975-76, 2,225 colleges and universities offered noncredit adult education activities, a sharp increase from the 1,102 institutions which reported sponsorship of such activities in 1967-68 (tables A and 1). The already heavy participation by public 2-year colleges continued to increase in 1975-76 (figure A). Participation by private 2-year and public 4-year colleges (other than universities) also increased, while participation by public and private universities and other private 4-year colleges decreased.

Registrations in noncredit adult and continuing education activities sponsored by colleges and universities totalled 8,833,988 for the year ending June 30, 1976 (table 2). The 8,833,988 total represents an increase of 56.5 percent over the 5,643,958 reported in 1967-68.[1] For a number of reasons, it is impossible to compare these registrations with the conventional enrollment totals in the same institutions. The 1975-76 opening fall enrollment total of 11,185,000[2] represents the number of *persons* who enrolled (almost all of whom had multiple registrations). The total for noncredit adult and continuing education activities does not represent numbers of persons but actual registrations (generated by an unknown number of persons, many of whom registered for multiple activities).

Details on the number of registrations by type of institution appear in table B. The most significant changes were the marked increase in registrations reported by public 2-year colleges and public 4-year colleges (excluding universities).

The apparent decline in noncredit adult education activities in private 2-year colleges and in public universities requires some comment. In the case of the former, it is consistent with the decline in the number of such institutions, from 240 in 1967-68 to 210 in 1975-76, while their credit enrollments dropped from 109,000 to 107,662.[4] For public universities, the drop from 3.7 million registrations in 1967-68 to 2.0 million in 1975-76 is due, in part, to a change in reporting. In 1967-68, respondents were asked to include extension activities which, for public land-grant institutions, included programs of the Cooperative Extension Service. In 1976, the survey form specifically excluded any activities sponsored by the Cooperative Extension Service, since these data were already being collected by the U.S. Department of Agriculture (USDA). Unfortunately, the USDA data are not separable into education and non-education activities and therefore there is no way to make valid comparisons between the two sets of data.

Public institutions reported 7,874,104 of the 8,833,988 registrations in 1975-76. This was 89.1 percent of the total, an increase from the 86.1 percent in 1967-68 (figure B).

Table 3 shows the numbers of colleges and universities reporting adult and continuing education registrations by size of institution (measured by total registrations). It is interesting to note that over two-thirds of the schools reported 2,499 or fewer registrations. Almost all private 2-year and 4-year colleges fell in this group. By contrast, 118 institutions reported 20,000 or more registrations. In this group were 27 percent of all universities, 2 percent of other 4-year colleges, and 5 percent of all 2-year colleges which offered adult and continuing education activities.

Campus Sponsorship

A goal of the survey was to ascertain how adult and continuing education activities were administered

[1] In the 1967-68 survey, an additional 0.9 million registrations in "credit activities not applicable toward a degree or other formal award" were reported. This included extension credit which often is recorded at the participant's request, but is not readily converted to credit toward a degree. On the advice of outside experts, and to reduce the burden on respondents, the 1975-76 survey did not ask about "credit adult education."

[2] *The Condition of Education, 1977*, National Center for Education Statistics, p. 177.

[4] *Digest of Educational Statistics, 1976*. National Center for Education Statistics. p. 96.

Table A.—Number of institutions reporting noncredit adult and continuing education activities, by control and level of institution: United States 1967-68 and 1975-76

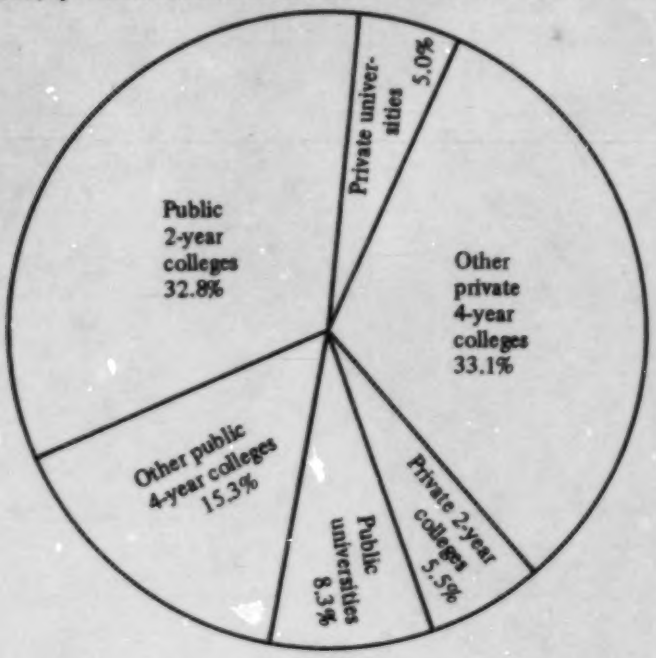
Control and level	1967-68	1975-76	Percent change
Total	1,102	2,225	101.9
Public institutions	621	1,304	117.1
Universities	91	92	1.0
Other 4-year colleges	169	367	117.2
Two-year colleges	361	845	134.1
Private institutions	481	921	91.4
Universities	55	65	18.3
Other 4-year colleges	365	709	94.2
Two-year colleges	61	147	141.0

Table B.—Registrations in noncredit activities in adult and continuing education, by control and level of institution: Unites States, 1967-68 and 1975-76

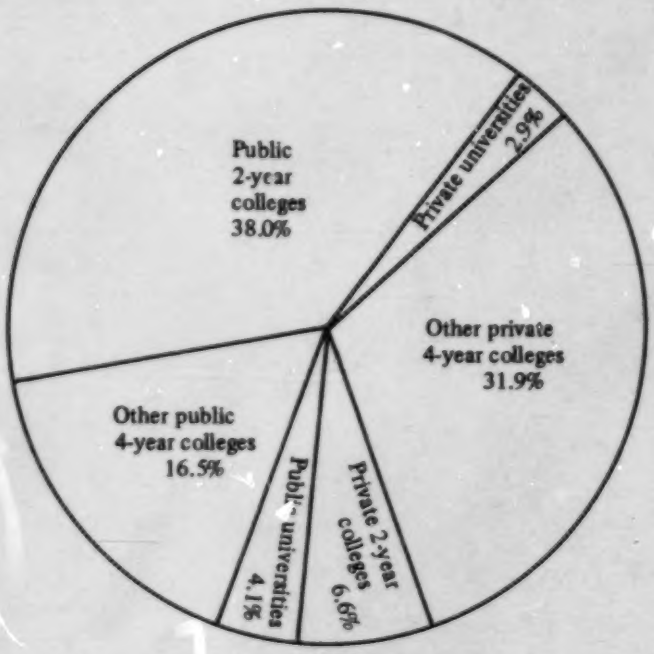
Control and level	1967-68	1975-76	Percent change
Total	5,643,958	8,833,998	56.5
Public institutions	4,877,297	7,874,104	61.4
Universities*	3,754,580	2,048,207	-45.4
Other 4-year colleges	390,948	1,702,098	335.4
Two-year colleges	731,769	4,123,799	463.5
Private institutions	766,661	959,894	25.2
Universities	399,268	483,788	21.2
Other 4-year colleges	311,083	421,880	35.6
Two-year colleges	56,310	54,226	-3.7

*See discussion in text regarding change in handling Cooperative Extension registrations.

Figure A.—Percent of total number of institutions reporting noncredit activities in adult and continuing education, by control and level of institution: United States, 1967-68 and 1975-76

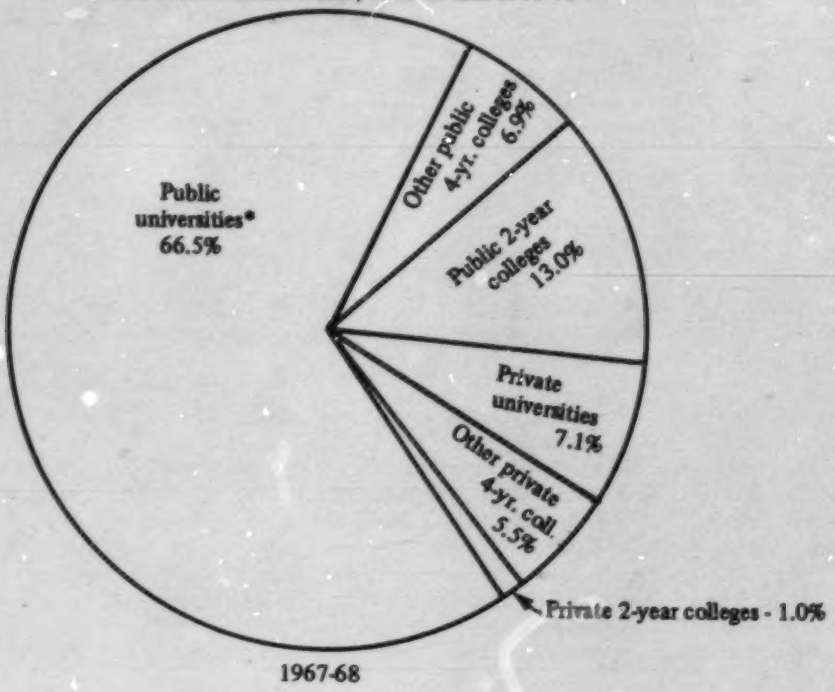


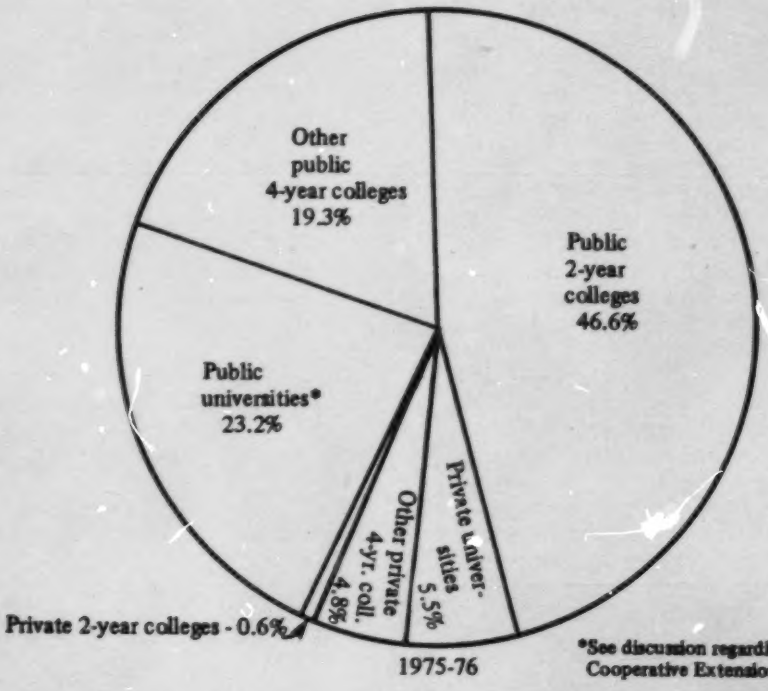
1967-68



1975-76

Figure B.—Percent of registrations in noncredit activities in adult and continuing education, by control and level of institution: United States, 1967-68 and 1975-76





*See discussion regarding change in handling of Cooperative Extension registrations, page 5

on the various campuses. Since institutions were asked to list all offices which sponsored or conducted adult education activities, totals add up to more than the number of colleges and universities involved. Over half of all institutions had a formal administrative unit responsible for continuing education, cited by 1,166 of the 2,225 respondents. Another 114 had an evening division, 102 an extension division, and 41 an independent study/correspondence division. While there may be some duplicates among institutions reporting these units, it is clear that responsibility for adult and continuing education is handled by a specialized office on most campuses. The second most frequently involved administrative unit was that of community service, often a particularly important function for public 2-year schools.

Far fewer regular academic units than specialized units sponsored adult education programs (1,162 and 2,295, respectively). The most frequently cited regular academic units were: business, arts and sciences, nursing, education, and medicine (table 1). The last three areas are typical of fields in which professional refresher activities are commonly conducted as part of an institution's adult and continuing education program. Other units on campus sponsored a total of 629 programs, over a third by alumni offices during summer sessions.

Overall, the 2,225 institutions offering adult and continuing education activities reported that their activities were administered through 4,074 different campus units or offices.

The following were some of the answers given in response to the question of where records were maintained: evening school, continuing education office, registrar's office, institutional research office, admissions and records office, housing office, office of the dean of instruction, conference center, business office, computer science office, division of community education, office of the director of special programs, extension education program office, and student services office.

While the actual extent is unknown, it is widely agreed that adult and continuing education activities sponsored by colleges and universities are likely to be underreported. Many different units on campuses may be sponsoring activities that may never become known to the central records office or the campus coordinator for surveys. Among those activities which might not be reported are such things as a short course for high school coaches run by the athletic department, an off-campus workshop on new tax laws run by the business school, or a mini-course for public health professionals offered before the annual meeting of a State association.

Table 6 indicates that in 1,905 (or 86 percent) of the 2,225 institutions offering adult and continuing education activities, 90 percent or more of these activities were sponsored by a single unit. Not surprisingly, most 4-year and 2-year colleges had a single office reporting their data; this was not the case for universities, which have more diverse units and offer professional training in a number of fields.

Seventy-seven institutions reported their programs were new in 1975-76. These were mostly private 2- and 4-year schools, where economic factors have tended to favor development or expansion of adult and continuing education programs.

Among colleges and universities which had programs in prior years, many more reported that registrations increased than decreased from the prior year (1,385 and 344, respectively), including 110 (all 2- and 4-year colleges) which reported registrations increasing 100 percent or more.

Fields of Instruction

Tables 4 and 5 present noncredit registrations by field of instruction, including separate, mutually exclusive listings for subject areas and for occupational specialities. The categories for these listings were taken from *A Taxonomy of Instructional Programs in Higher Education* used for the Higher Education General Information Survey (HEGIS).[5] In general, the occupational specialities are those described as "oriented toward the practical . . . job oriented and designed to meet specific vocational needs in a specific career field and . . . geared to meet the immediate needs of employers." Definitions and descriptions of the instructional fields appear in the instructions which accompany the survey form in appendix B.

In the subject area category, the seven fields which had the largest registrations are listed below. These fields account for over half of the 7,480,360 registrations reported by subject area:

Physical education and vocational instruction, not otherwise classified	829,077

[5] Robert A. Huff and Marjorie O. Chandler, *A Taxonomy of Instructional Programs in Higher Education.*

Business and management	800,796
Education	776,334
Health professions	732,875
Fine and applied arts	698,392
Interdisciplinary studies–civic and community affairs	535,382
Home economics	491,998

Two of the same fields, business and health, for which high registrations were reported in the subject area category also showed large registrations in the occupational specialities group, with 346,488 and 280,692 registrations, respectively.

One might assume that adult education in many professional fields (such as health, business, library science, and theology) would be offered primarily by universities. The data show, however, that all levels of institutions are involved in these activities. The only marked tendency, by level, is for the various occupational specialities to be offered by public 2-year colleges. Of 1,353,628 registrations in the occupational area, a total of 1,106,142 were offered by 2-year institutions.

The overwhelming majority (95.4 percent) of registrations in occupational specialities were reported by public institutions.

As noncomparable items were used in gathering data on instructional fields in the 1967-68 survey, no comparisons with the 1975-76 data are possible.

Special Programs

Respondents were asked whether they offered adult basic education programs and instruction to aid those preparing for the General Education Development (GED) Examination for high school diploma equivalency, and about their policies toward special fees for the elderly. The results of this series of questions appear in table 7.

Adult basic education is a major acitvity; the forthcoming NCES report, *Adult Basic Education Statistics, 1976*, indicates that 1,651,094 persons were served in 1975-76.[6] The survey on which the report is based did not ascertain the number of registrations in programs offered by colleges and universities but did reveal that colleges and technical institutes offered 5,579 classes–compared to 59,315 classes offered by all types of sponsors of adult basic education activities.

Table 8 shows that 565 colleges and universities offered adult basic education programs in 1975-76. Over two-thirds of these were public 2-year colleges. They were also by far the most active in offering noncredit GED courses. Of 545 schools offering GED courses, 427 were public 2-year colleges. Only 9 percent of the universities and 7 percent of other 4-year colleges offered this training, compared with 46 percent of 2-year colleges.

In recent years, increasing attention has been focused on the educational needs of the elderly. Almost half of all institutions made some special provision to help the elderly finance adult education:

346 offered courses at a reduced fee

553 offered courses at no fee

203 offered courses on both a reduced fee and a no fee basis

Four-year colleges, particularly private institutions, tended to offer the elderly a reduced fee rather than waive the fee entirely. Two-year colleges, especially public institutions, were more likely to offer courses to the elderly without a fee.

Continuing Education Unit

In the early 1970's, a national task force developed the concept of the Continuing Education Unit (CEU). One CEU is earned through 10 contact hours of participation in an organized adult and continuing education or extension experience under responsible sponsorship, capable direction, and qualified instruction. Those who created the concept felt that the CEU would provide a realistic base for developing staffing and budget information for use in supporting adult education programs. It would also provide a more accurate picture of the scope and progress of adult education programs. Prior to this time, only registration totals were available and they were difficult to compare with each other because of varying course lengths.

Considerable national interest has been focused on the CEU and the extent to which it is being used by

[6] Sylvester Cain, *Adult Basic Education Statistics, 1976*, National Center for Education Statistics. (In process.)

colleges and universities to record adult education statistics. The survey form used for this report requested information on whether institutions were using the CEU and the number of units awarded during 1975-76. Details of the responses to these questions appear in table 7.

Overall, more than a third of the institutions used the CEU, as shown in table C. As might be anticipated, large institutions and public institutions were the most likely to use it. Of the 1,427 institutions which do not now use the CEU, 566 said that they are considering its use.

It seems clear from the data that many institutions which reported use of the CEU did not use it to record all of their adult and continuing education registrations. Only 1,615,022 registrations were reported as represented by CEU's earned—less than a fifth of the total registrations reported for the year. Among public universities, for example, 65 of 92 schools (71 percent) said that they used the CEU to record adult education participation but registrations so credited only amounted to 350,245 of their total of 2,048,207 (17 percent).

Table C.—Percent of institutions using the continuing education unit to report noncredit adult and continuing education activities, by control and level of institution: United States, 1975-76

Level	Total	Public	Private
All institutions	35.8	45.8	21.6
Universities	52.5	70.7	43.0
Other 4-year colleges	37.1	69.4	20.3
Two-year colleges	30.8	32.9	19.0

METHODOLOGY

Plans for the survey were developed in consultation with a number of experts in the field of adult education and with potential users of the results of the survey. A list of some of those who helped plan the project appears in appendix A. Others are cited in the foreword.

Two major planning meetings occurred. The first was an all-day conference held in February 1974 for representatives of higher education associations, Federal agencies, and colleges and universities. The second was a 2-day meeting held as part of the HEGIS planning conference in June 1975. This latter meeting involved around 15 persons and focused specifically on the survey form.

Following this session, a final version of the form was developed for use in a pretest. As the survey had been conducted before, it was decided to limit the pretest to nine institutions. The following institutions participated in the pretest, and their reactions played a key role in developing the final survey form:

Brigham Young University
University of Southern California
Raymond Walters College, University of Cincinnati
Central YMCA Community College, Illinois
Miami-Dade Community College
Queens College
University of Illinois at the Medical Center, Chicago
Rochester Institute of Technology
Temple University

A review of the forms submitted by these institutions and the comments which they made on the survey itself led to several changes in the form. The series of questions dealing with the CEU were clarified. A set of questions concerning types of instructional methods used was deleted. The net result of these changes was to simplify the form and to reduce its length.

Several policy issues were faced in the developmental stages of the survey. The first involved the inclusion of courses offered on a "credit" basis. Many schools offer "not-for-degree" credits (such as evening school credit) to students enrolled in programs designed for adults and other non-degree students. Because so many variations of non-degree credit courses exist, precise measurement would be difficult, and it was therefore decided to eliminate these activities from the scope of the survey.

Another issue dealt with courses operated through the Cooperative Extension Service activities of land-grant universities. As these data are reported using a different method of tallying registrations and as the programs are already closely monitored by the U.S. Department of Agriculture, it was decided to omit them from the scope of this survey.

Other omissions from the survey included all courses or programs with less than 3 clock hours of activities. Instructional activities which are primarily social or recreational were omitted (e.g., a course in learning how to swim would be classed as recreational and omitted, but a program to train water safety instructors would be within the scope of the survey).

Because of the current interest in instructional activities using broadcast media, considerable time was devoted to the extent to which such activities should be reported in this survey. The decision was made to omit activities which involved only "listening" to a radio or "watching" a TV presentation. However, courses having study plans, assignments, final examinations, etc., were included in the survey.

In general, definitions and concepts used in this survey were selected to be compatible with other NCES surveys in the area of adult education.

Another major policy issue concerned whether to conduct this survey via a universe (all colleges and universities) or a sample (with inflation of the results to provide national estimates). The latter option was

selected, as it both reduced the burden on colleges and universities and permitted more intensive follow-up (with presumably more accurate data from the institutions surveyed).

The sample for this survey included 479 institutions selected from among the 3,012 which appeared on the 1974 opening fall enrollment tape developed by the HEGIS survey. The institutions were stratified by control (public and private), by level (universities, other 4-year colleges, and 2-year colleges), and by region, as follows:

North Atlantic (Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont)

Great Lakes and Plains (Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin)

Southeast (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia)

West and Southwest (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oklahoma, Oregon, Texas, Utah, Washington, and Wyoming)

Finally, institutions were stratified demographically:

Standard Metropolitan Statistical Area, central city

Standard Metropolitan Statistical Area, outside central city

Outside Standard Metropolitan Statistical Area

The size of the sample was based upon the requirement that the estimate of the total number of institutions having the characteristic under study would have a sampling error of 10 percent at the 95 percent confidence level.

The following tabulation shows the total number of institutions in the universe (N) when the sample was drawn and the number in the sample (n), by control and level.

Level	Total		Public		Private	
	N	n	N	n	N	n
Total	3,012	479	1,441	300	1,571	179
University	160	93	95	66	65	27
4-year college	1,713	225	449	99	1,264	126
2-year college	1,139	161	897	135	242	26

The number of institutions to be sampled in each stratum was determined on the basis of the proportion of the total enrollment of the institutions in the stratum to the aggregate enrollment of all institutions in the population.

Those institutions that had an enrollment equal to or greater than the figure obtained by dividing the total enrollment in the stratum by a number that was approximately 1.5 times the number of institutions to be sampled in the stratum were selected with certainty.

The remaining institutions were then arranged in descending order by enrollment size in region 1, ascending order by enrollment size in region 2, descending order in region 3, and ascending order in region 4. Zones were then established, each zone having approximately the same aggregate enrollment and the number of zones being half the number of institutions to be sampled. Within each zone, two of the institutions were selected at random to be included in the sample.

The 4-year schools that were accredited by nationally recognized medical associations were oversampled.

Survey forms were mailed out with HEGIS packages to colleges and universities in June 1976. Previously, institutions selected in the sample had been sent letters informing them of the survey and the fact that information on adult and continuing education for 1975-76 would be requested as a part of the HEGIS survey package.

Returns were due on September 1, 1976, but data collection continued through February 1977. Institutions were sent a series of followup letters and telephone calls were made to nonrespondents. As a

result of this intensive effort, returns were received from all but one of the 479 schools in the sample.

Coefficients of variation were calculated for the basic tables (numbers 1 through 8) and are available on request, for users wishing more information on the survey. For a set write Adult and Vocational Education Surveys Branch, NCES, 400 Maryland Avenue SW, Washington, DC 20202.

BASIC TABLES

TABLE 1.--NUMBERS OF INSTITUTIONS OF HIGHER EDUCATION REPORTING NONCREDIT ACTIVITIES IN ADULT AND CONTINUING EDUCATION, BY MAJOR ACADEMIC AND/OR ADMINISTRATIVE UNIT, CONTROL, AND LEVEL; AND NUMBER REPORTING NO NONCREDIT ACTIVITIES, BY CONTROL AND LEVEL: UNITED STATES, 1975-76

MAJOR ACADEMIC AND/OR ADMINISTRATIVE UNIT	TOTAL				PUBLIC				PRIVATE			
	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
ALL INSTITUTIONS	2225	157	1076	992	1304	92	367	845	921	65	709	147
CONTINUING EDUCATION												
COLLEGE OF GENERAL STUDIES	50	6	26	18	18	1	8	9	32	5	18	9
COMMUNITY SERVICES	443	12	79	352	384	12	42	330	59	0	37	22
CONFERENCE BUREAU	52	28	19	5	38	19	14	5	14	9	5	0
CONTINUING EDUCATION	1166	91	582	493	702	58	251	393	464	33	331	100
EVENING DIVISION	114	3	32	79	36	2	8	26	78	1	24	53
EXTENSION	102	17	49	36	98	17	45	36	4	0	4	0
INDEPENDENT STUDY/ CORRESPONDENCE DIVISION	41	9	4	28	20	9	4	7	21	0	0	21
UNIVERSITY COLLEGE	32	14	18	0	10	6	4	0	22	8	14	0
OTHER	294	23	129	147	198	15	36	147	96	8	88	0
ACADEMIC UNITS												
AGRICULTURE	22	12	3	7	22	12	3	7	0	0	0	0
ARCHITECTURE	12	9	3	0	11	8	3	0	1	1	0	0
ARTS AND SCIENCES	110	34	48	28	53	20	26	7	57	14	22	21
BUSINESS	121	54	50	17	81	28	36	17	40	26	14	0
DENTISTRY	45	20	25	0	33	11	22	0	12	9	3	0
EDUCATION	83	33	49	1	71	25	45	1	12	8	4	0
ENGINEERING	61	44	10	7	38	24	7	7	23	20	3	0
FINE ARTS	55	16	24	15	52	14	23	15	3	2	1	0
HOME ECONOMICS	69	13	19	37	47	12	19	16	22	1	0	21
JOURNALISM	23	13	10	0	16	6	10	0	7	7	0	0
LAW	41	29	12	0	22	14	8	0	19	15	4	0
LIBRARY SCIENCE	12	7	5	0	12	7	5	0	0	0	0	0
MEDICINE	82	33	46	3	49	15	31	3	33	18	15	0
MUSIC	45	17	23	5	33	12	16	5	12	5	7	0
NATURAL RESOURCES	9	6	3	0	9	6	3	0	0	0	0	0
NURSING	83	24	50	9	44	17	18	9	39	7	32	0
PHARMACY	25	18	7	0	21	14	7	0	4	4	0	0
PHYSICAL EDUCATION	35	14	16	5	29	10	14	5	6	4	2	0
PUBLIC HEALTH	15	13	2	0	13	11	2	0	2	2	0	0
SOCIAL WORK	38	16	22	0	34	14	20	0	4	2	2	0
VETERINARY MEDICINE	64	16	38	9	39	15	15	9	26	3	23	0
OTHER	111	14	85	12	43	10	21	12	68	4	64	0
OTHER UNITS												
ALUMNI OFFICE	126	19	107	0	32	11	21	0	94	8	86	0
EXPERIMENTAL COLLEGE	6	0	6	0	6	0	6	0	0	0	0	0
GRADUATE SCHOOL, DIVISION, OR PROGRAM	21	2	19	0	13	2	11	0	8	0	8	0
PRESIDENTS OFFICE	18	6	5	7	13	6	0	7	5	0	5	0
SPECIAL SESSION	23	1	12	10	6	1	0	5	17	0	12	5
SUMMER SESSION	110	17	42	51	63	9	25	29	47	8	17	22
VOCATIONAL AND TECHNICAL EDUCATION	71	7	8	56	69	6	7	56	2	1	1	0
ALL OTHERS	244	31	133	80	131	26	25	80	113	5	108	0
REPORTING NO NONCREDIT ACTIVITIES												
TOTAL, ALL UNITS	799	3	660	136	132	3	79	50	667	0	581	86

TABLE 2.--REGISTRATIONS AND NUMBER OF INSTITUTIONS OF HIGHER EDUCATION REPORTING NONCREDIT ACTIVITIES IN ADULT AND CONTINUING EDUCATION, BY MAJOR ADMINISTRATIVE UNIT, CONTROL, AND LEVEL: UNITED STATES, 1975-76

MAJOR CONTINUING EDUCATION UNIT	TOTAL				PUBLIC				PRIVATE			
	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
TOTAL NUMBER, ALL UNITS	2225	157	1076	992	1304	92	367	845	921	65	709	147
TOTAL REGISTRATIONS, ALL UNITS	8833988	2531985	2123978	4178025	7874104	2048207	1702098	4123799	959884	483778	421880	54226
COLLEGE OF GENERAL STUDIES ONLY:												
NUMBER	31	3	19	9	6	0	6	0	25	3	13	9
TOTAL REGISTRATIONS	30758	1878	27169	1711	26912	0	26912	0	3846	1878	257	1711
CONTINUING EDUCATION ONLY:												
NUMBER	727	37	381	309	429	20	137	272	298	17	244	37
TOTAL REGISTRATIONS	3128884	644581	869896	1614407	2729181	454995	695886	1578300	399703	189586	174010	36107
COMMUNITY SERVICES ONLY:												
NUMBER	246	0	46	200	213	0	13	200	33	0	33	0
TOTAL REGISTRATIONS	776548	0	163520	613028	766530	0	153502	613028	10018	0	10018	0
CONTINUING EDUCATION AND COMMUNITY SERVICES ONLY:												
NUMBER	67	0	5	62	65	0	3	62	2	0	2	0
TOTAL REGISTRATIONS	426760	0	5430	421330	422220	0	890	421330	4540	0	4540	0
ALL OTHER:1/												
NUMBER	1154	117	625	412	591	72	208	311	563	45	417	101
TOTAL REGISTRATIONS	4471038	1885526	1057963	1527549	3929261	1593212	824908	1511141	541777	292314	233055	16408

1/ INCLUDES INSTITUTIONS IN WHICH OTHER COMBINATIONS OF MAJOR ACADEMIC AND ADMINISTRATIVE UNITS WERE REPORTED AND THOSE IN WHICH SINGLE UNITS, NOT LISTED ABOVE, WERE REPORTED.

TABLE 3.--FREQUENCY DISTRIBUTION OF INSTITUTIONS OF HIGHER EDUCATION REPORTING NONCREDIT ACTIVITIES IN ADULT AND CONTINUING EDUCATION, BY NUMBER OF REGISTRATIONS, CONTROL, AND LEVEL: UNITED STATES, 1975-76

NUMBER OF REGISTRATIONS	TOTAL				PUBLIC				PRIVATE			
	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
TOTAL	2,225	157	1,076	992	1,304	92	367	845	921	65	709	147
LESS THAN 1,000	1,015	13	668	334	511	2	107	202	704	11	561	132
1,000 TO 2,499	474	23	210	241	331	11	92	228	143	12	118	13
2,500 TO 4,999	252	21	84	147	210	4	60	146	42	17	24	1
5,000 TO 7,499	177	16	38	123	169	13	33	123	8	3	5	0
8,000 TO 11,999	100	19	33	48	87	6	33	48	13	13	0	0
12,000 TO 19,999	89	23	20	46	84	20	19	45	5	3	1	1
20,000 TO 49,999	80	27	13	40	78	25	13	40	2	2	0	0
50,000 OR MORE	38	15	10	13	34	11	10	13	4	4	0	0

TABLE 4.--REGISTRATIONS IN NONCREDIT ADULT AND CONTINUING EDUCATION ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION AND PERCENT DISTRIBUTION, BY FIELD OF INSTRUCTION AND LEVEL: UNITED STATES, 1975-76 1/

FIELD OF INSTRUCTION	REGISTRATIONS				PERCENT DISTRIBUTION				PERCENT OF TOTAL		
	TOTAL	UNIVERSITY	OTHER 4-YEAR	2-YEAR	TOTAL	UNIVERSITY	OTHER 4-YEAR	2-YEAR	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
GRAND TOTAL	8,833,988	2,531,985	2,123,978	4,178,025	100.0	100.0	100.0	100.0	28.6	24.0	47.2
SUBJECT AREA											
TOTAL	7,480,360	2,379,074	2,029,403	3,071,883	84.7	94.0	95.5	73.5	31.8	27.1	41.1
AGRICULTURE AND NATURAL RESOURCES	224,278	172,583	9,970	41,725	2.5	6.8	0.5	1.0	77.0	4.4	18.6
AGRICULTURE AND ENVIRONMENTAL DESIGN	37,692	20,429	5,617	11,646	0.4	0.8	0.3	0.3	54.2	14.9	30.9
AREA STUDIES	25,369	2,697	803	21,869	0.3	0.1	0.0	0.5	10.6	3.2	86.2
BIOLOGICAL SCIENCES	49,276	19,458	11,791	18,027	0.6	0.8	0.6	0.4	39.5	23.9	36.6
BUSINESS AND MANAGEMENT	800,796	333,562	287,468	179,766	9.1	13.2	13.5	4.3	41.7	35.9	22.4
COMMUNICATIONS	96,826	38,990	25,267	32,569	1.1	1.5	1.2	0.8	40.3	26.1	33.6
COMPUTER AND INFORMATION SCIENCES	22,741	7,782	12,018	2,941	0.3	0.3	0.6	0.1	34.2	52.8	12.9
EDUCATION	776,334	268,719	345,805	161,810	8.8	10.6	16.3	3.9	34.6	44.5	20.8
ENGINEERING	186,769	132,461	34,557	19,251	2.1	5.3	1.6	0.5	71.2	18.5	10.3
FINE AND APPLIED ARTS	698,392	124,220	130,576	443,596	7.9	4.9	6.1	10.6	17.8	18.7	63.5
FOREIGN LANGUAGES	141,743	28,634	45,417	67,692	1.6	1.1	2.1	1.6	20.2	32.0	47.8
HEALTH PROFESSIONS	732,875	343,622	250,732	138,521	8.3	13.6	11.8	3.3	46.9	34.2	18.9
HOME ECONOMICS	491,998	42,726	56,415	392,857	5.6	1.7	2.7	9.4	8.7	11.5	79.8
LAW	130,380	78,798	40,078	11,504	1.5	3.1	1.9	0.3	60.4	30.7	8.8
LETTERS	122,480	33,697	37,116	51,667	1.4	1.3	1.7	1.2	27.5	30.3	42.2
LIBRARY SCIENCE	18,993	6,554	10,053	2,286	0.2	0.3	0.5	0.1	34.7	53.2	12.1
MATHEMATICS	48,048	10,366	7,224	30,458	0.5	0.4	0.3	0.7	21.6	15.0	63.4
MILITARY SCIENCES	2,315	1,115	44	1,156	0.0	0.0	0.0	0.0	48.2	1.9	49.9
PHYSICAL SCIENCES	63,243	31,689	13,368	18,186	0.7	1.3	0.6	0.4	50.1	21.1	28.8
PSYCHOLOGY	199,838	32,664	83,876	83,298	2.3	1.3	3.9	2.0	16.3	42.0	41.7
PUBLIC AFFAIRS AND SERVICES	263,867	96,616	66,761	100,488	3.0	3.8	3.1	2.4	36.6	25.3	38.1
SOCIAL SCIENCES	272,975	111,277	86,381	75,317	3.1	4.4	4.1	1.8	40.8	31.6	27.6
THEOLOGY	97,271	31,364	55,186	10,721	1.1	1.2	2.6	0.3	32.2	56.7	11.0
INTERDISCIPLINARY STUDIES-CIVIC & CMTY AFF	535,382	210,876	124,293	200,213	6.1	8.3	5.9	4.8	39.4	23.2	37.4
INTERDISCIPLINARY STUDIES-ALL OTHER	198,396	52,146	114,028	32,222	2.2	2.1	5.4	0.8	26.3	57.5	16.2
DEVELOPMENTAL ACTIVITIES	388,931	35,526	45,770	307,635	4.4	1.4	2.2	7.4	9.1	11.8	79.1
PHYSICAL EDUC. & AVOCATIONAL INSTR. N. E. C.	829,077	85,968	128,667	614,462	9.4	3.4	6.1	14.7	10.4	15.5	74.1
OTHER	24,177	24,055	122	0	0.3	1.0	0.0	0.0	99.5	0.5	0.0
OCCUPATIONAL SPECIALTIES											
TOTAL	1,353,628	152,911	94,575	1,106,142	15.3	6.0	4.5	26.5	11.3	7.0	81.7
BUSINESS AND COMMERCE TECHNOLOGIES	346,488	39,290	15,036	292,162	3.9	1.6	0.7	7.0	11.3	4.3	84.3
DATA PROCESSING TECHNOLOGIES	12,425	697	1,557	10,171	0.1	0.0	0.1	0.2	5.6	12.5	81.9
HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES	280,692	21,837	31,444	227,411	3.2	0.9	1.5	5.4	7.8	11.2	81.0
MECHANICAL AND ENGINEERING TECHNOLOGIES	297,455	17,212	9,865	270,378	3.4	0.7	0.5	6.5	5.8	3.3	90.9
NATURAL SERVICE TECHNOLOGIES	134,214	5,794	5,764	122,656	1.5	0.2	0.3	2.9	4.3	4.3	91.4
PUBLIC SERVICE RELATED TECHNOLOGIES	280,581	67,357	30,709	182,515	3.2	2.7	1.4	4.4	24.0	10.9	65.0
OTHER TECHNOLOGIES	1,773	724	280	849	0.0	0.0	0.0	0.0	40.8	11.3	47.9

1/ THE PERCENTAGES DO NOT NECESSARILY ADD UP DUE TO ROUNDING.

TABLE 5.--REGISTRATIONS IN NONCREDIT ADULT AND CONTINUING EDUCATION ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, BY FIELD OF INSTRUCTION, CONTROL, AND LEVEL: UNITED STATES, 1975-76

FIELD OF INSTRUCTION	PUBLIC				PRIVATE			
	TOTAL	UNIVERSITY	OTHER 4-YEAR	2-YEAR	TOTAL	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
GRAND TOTAL	7,874,104	2,048,207	1,702,098	4,123,799	959,884	483,778	421,880	54,226
SUBJECT AREA								
TOTAL	6,582,867	1,922,650	1,627,031	3,033,184	897,493	456,424	402,370	38,699
AGRICULTURE AND NATURAL RESOURCES	221,722	170,872	9,380	41,470	2,556	1,711	590	255
ARCHITECTURE AND ENVIRONMENTAL DESIGN	33,753	18,005	5,036	10,712	3,939	2,424	581	934
AREA STUDIES	23,639	1,574	344	21,721	1,730	1,123	459	148
BIOLOGICAL SCIENCES	46,517	17,631	11,293	17,593	2,759	1,827	498	434
BUSINESS AND MANAGEMENT	709,843	290,688	245,599	173,556	90,953	42,874	41,869	6,210
COMMUNICATIONS	81,210	28,741	20,715	31,754	15,616	10,249	4,552	815
COMPUTER AND INFORMATION SCIENCES	17,485	5,697	9,035	2,753	5,256	2,085	2,983	188
EDUCATION	737,569	247,440	328,382	161,743	38,769	21,279	17,423	67
ENGINEERING	170,741	119,182	32,341	19,218	16,028	13,779	2,216	33
FINE AND APPLIED ARTS	619,676	93,727	88,178	437,771	78,716	38,493	42,398	5,825
FOREIGN LANGUAGES	96,009	15,826	13,873	66,301	45,743	12,808	31,544	1,391
HEALTH PROFESSIONS	555,947	235,996	184,130	135,821	176,928	107,626	66,602	2,700
HOME ECONOMICS	479,719	40,465	50,376	388,878	12,279	2,261	6,039	3,979
LAW	116,886	70,893	34,570	11,423	13,494	7,905	5,508	81
LETTERS	106,475	26,736	29,019	50,720	16,005	6,961	8,097	947
LIBRARY SCIENCE	16,866	6,177	8,403	2,286	2,027	377	1,650	0
MATHEMATICS	44,599	8,545	6,125	29,919	3,459	1,821	1,099	539
MILITARY SCIENCES	2,294	1,115	28	1,156	16	0	16	0
PHYSICAL SCIENCES	56,897	26,338	12,561	17,998	6,346	5,351	807	188
PSYCHOLOGY	177,931	27,945	68,088	81,898	21,907	4,719	15,788	1,400
PUBLIC AFFAIRS AND SERVICES	257,228	91,611	65,144	100,473	7,637	5,005	1,617	15
SOCIAL SCIENCES	253,056	100,215	77,653	75,186	15,919	11,062	8,726	131
THEOLOGY	23,990	12,143	7,912	3,935	73,291	19,221	47,274	6,786
INTERDISCIPLINARY STUDIES-CIVIC & CMTY AFF	419,869	113,843	106,751	199,275	115,513	97,033	17,542	938
INTERDISCIPLINARY STUDIES-ALL OTHER	139,485	42,232	65,116	32,137	58,911	9,914	48,912	85
DEVELOPMENTAL ACTIVITIES	373,205	26,916	40,275	306,014	15,726	8,610	5,495	1,621
PHYSICAL EDUC. & AVOCATIONAL INSTR. N. E. C.	787,985	79,984	106,608	601,473	31,092	6,044	22,059	2,989
OTHER	2,289	2,193	96	0	21,888	21,862	26	0
OCCUPATIONAL SPECIALTIES								
TOTAL	1,291,237	125,557	75,065	1,090,615	62,391	27,354	19,510	15,527
BUSINESS AND COMMERCE TECHNOLOGIES	323,334	24,546	9,578	289,210	23,154	14,744	5,458	2,952
DATA PROCESSING TECHNOLOGIES	12,221	543	1,507	10,171	204	154	50	0
HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES	255,664	12,536	21,565	221,563	25,028	9,301	9,879	5,848
MECHANICAL AND ENGINEERING TECHNOLOGIES	289,589	16,489	7,819	265,361	7,866	803	2,046	5,017
NATURAL SERVICE TECHNOLOGIES	133,007	5,443	4,908	122,656	1,207	349	858	0
PUBLIC SERVICE RELATED TECHNOLOGIES	275,849	65,354	29,690	180,805	4,732	2,003	1,019	1,710
OTHER TECHNOLOGIES	1,573	724	0	849	200	0	200	0

TABLE 6.--INSTITUTIONS OF HIGHER EDUCATION REPORTING 90 PERCENT OR MORE OF THEIR NONCREDIT ACTIVITIES IN ADULT AND CONTINUING EDUCATION FROM A SINGLE SOURCE, BY CHANGE FROM PREVIOUS YEAR, LEVEL, AND CONTROL: UNITED STATES, 1975-76

ITEM	TOTAL				PUBLIC				PRIVATE			
	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
TOTAL INSTITUTIONS REPORTING NONCREDIT ACTIVITIES	2,225	157	1,076	992	1,304	92	367	845	921	65	709	147
TOTAL REPORTING 90 PERCENT OR MORE FROM SINGLE SOURCE	1,905	87	919	899	1,118	56	294	768	787	31	625	131
NUMBER WITH NEW PROGRAMS THIS YEAR	77	0	46	31	23	0	12	11	54	0	34	20
CHANGE IN REGISTRATIONS FROM PREVIOUS YEAR												
NO CHANGE	99	7	91	1	7	2	4	1	92	5	87	0
INCREASE												
1 TO 9 PERCENT	189	21	46	122	142	13	13	117	47	8	34	5
10 TO 24 PERCENT	459	28	193	238	307	13	82	212	152	15	111	26
25 TO 49 PERCENT	338	13	139	186	225	10	52	163	113	3	87	23
50 TO 99 PERCENT	289	5	224	60	115	5	59	51	174	0	165	9
100 PERCENT OR MORE	110	0	58	52	50	0	27	23	60	0	31	29
DECREASE												
1 TO 9 PERCENT	67	8	37	22	36	8	8	20	31	0	29	2
10 TO 24 PERCENT	164	1	13	150	134	1	0	133	30	0	13	17
25 TO 49 PERCENT	90	4	49	37	74	4	33	37	16	0	16	0
50 TO 99 PERCENT	23	0	23	0	5	0	5	0	18	0	18	0

TABLE 7.--INSTITUTIONS OF HIGHER EDUCATION REPORTING AND NOT REPORTING NONCREDIT COURSE OFFERINGS IN ADULT BASIC EDUCATION AND IN PREPARATION FOR THE GED; AND NUMBER REPORTING SPECIAL FEES FOR THE ELDERLY, BY LEVEL AND CONTROL: UNITED STATES, 1975-76

ITEM	TOTAL				PUBLIC				PRIVATE			
	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
TOTAL INSTITUTIONS REPORTING NONCREDIT ACTIVITIES	2,225	157	1,076	992	1,304	92	367	845	921	65	709	147
OFFERING NONCREDIT COURSES IN ADULT BASIC EDUCATION												
YES	565	18	101	446	464	8	56	400	101	10	45	46
NO	1,660	139	975	546	840	84	311	445	820	55	664	101
OFFERING NONCREDIT COURSES IN PREPARING FOR THE GED												
YES	545	14	74	457	498	10	61	427	47	4	13	30
NO	1,680	143	1,002	535	806	82	306	418	874	61	696	117
OFFERING NONCREDIT INSTRUCTION TO THE ELDERLY												
AT A REDUCED FEE	346	31	221	94	184	24	69	91	162	7	152	3
WITHOUT A FEE	553	29	104	420	436	24	58	354	117	5	46	66
AT BOTH REDUCED AND NO FEE	203	11	106	86	135	11	39	85	68	0	67	1
AT THE REGULAR FEE	1,123	86	645	392	549	33	201	315	574	53	444	77

TABLE 8.--INSTITUTIONS OF HIGHER EDUCATION USING THE CONTINUING EDUCATION UNIT IN REPORTING NONCREDIT ADULT AND CONTINUING EDUCATION ACTIVITIES, BY NUMBER OF UNITS EARNED AND REGISTRATIONS REPRESENTED BY UNITS EARNED, AND BY LEVEL AND CONTROL: UNITED STATES, 1975-76

ITEM	TOTAL				PUBLIC				PRIVATE			
	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR	ALL INSTITUTIONS	UNIVERSITY	OTHER 4-YEAR	2-YEAR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
ALL INSTITUTIONS	2225	157	1076	992	1304	92	367	845	921	65	709	147
USING THE CEU	798	93	399	306	598	65	255	278	200	28	144	28
NUMBER OF CEU'S EARNED	3726,122	695,614	813,514	2216,994	3550,371	588,154	758,249	2203,968	175,751	107,460	55,265	13,026
NUMBER OF REGISTRATIONS REPRESENTED BY CEU'S EARNED	1615,022	394,934	496,988	723,100	1523,100	350,245	461,107	711,748	91,922	44,689	35,881	11,352
NOT USING THE CEU	861	41	384	436	390	12	88	339	471	29	345	97
NOT NOW BUT POSSIBLY IN THE FUTURE	566	23	293	250	316	15	73	228	250	8	220	22

APPENDIXES

APPENDIX A

Persons Who Advised NCES on the Development of This Survey

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APPENDIX B. SURVEY FORM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS XI)

ADULT/CONTINUING EDUCATION: NONCREDIT ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, 1975-76 SAMPLE SURVEY

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM. (See pages i through viii)

OMB NO. 51-S75085
APPROVAL EXPIRES: 12/31/78

1. INSTITUTION CODE NUMBER

2. DUE DATE
Not later than
September 1, 1976

Each item on this page must be completed by all institutions. Please return the completed form either directly to Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTN: Room 2164-HEGIS, 400 Maryland Avenue, SW., Washington, D.C. 20202 or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

3. NAME AND MAILING ADDRESS OF INSTITUTION OR CAMPUS COVERED BY THIS REPORT *(include city, State, and ZIP code)*

4. NAME AND TITLE OF RESPONDENT
(See page ii, instructions, item 4)

5. TELEPHONE NUMBER OF RESPONDENT
(area code, local number, and extension)

6. PLEASE NOTE THAT EACH INSTITUTION, BRANCH, CAMPUS OR OTHER ENTITY SEPARATELY CERTIFIED BY THE ACCREDITATION AND INSTITUTIONAL ELIGIBILITY UNIT OF THE U.S. OFFICE OF EDUCATION, WITH IT'S OWN FICE CODE, AND LISTED SEPARATELY IN THE EDUCATION DIRECTORY-HIGHER EDUCATION, SHOULD BE REPORTED ON A SEPARATE SURVEY FORM AND NOT INCLUDED OR COMBINED WITH ANY OTHER SUCH CERTIFIED UNIT. BRANCHES, CAMPUSES, AND OTHER ORGANIZATIONAL ENTITIES NOT SEPARATELY CERTIFIED SHOULD BE INCLUDED WITH THE APPROPRIATE INSTITUTION OR BRANCH REPORT. IF SUCH ARE INCLUDED IN THIS REPORT, PLEASE LIST THEM BELOW.

ARE DATA FOR THIS UNIT INCLUDED IN THIS REPORT?	NAME OF BRANCH AND/OR OTHER CAMPUS	ADDRESS *(city, State, and ZIP code)*
☐ YES ☐ NO		
☐ YES ☐ NO		
☐ YES ☐ NO		

7. IF THE EDUCATIONAL ORGANIZATION OR ENTITY COVERED BY THIS SURVEY REPORT IS PART OF A MULTI-CAMPUS INSTITUTION, OR PART OF A SYSTEM OF INSTITUTIONS, PLEASE ENTER THE NAME OF THE INSTITUTION OR SYSTEM BELOW. IF NOT APPLICABLE, CHECK HERE → ☐

DEFINITIONS

MULTI-CAMPUS INSTITUTION. An organization bearing a resemblance to an institutional system, but unequivocally designated a single institution with either of two organizational structures: (1) an institution having two or more campuses responsible to a central administration (which central administration may or may not be located on one of the administratively equal campuses) or (2) an institution having a main campus with one or more branch campuses attached to it.

MAIN CAMPUS. In those institutions comprised of a main campus and one or more branch campuses, the main campus (sometimes called the parent institution) is usually the location of the core, primary, or most comprehensive program. Unless the institution-wide or central administrative office of such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

BRANCH CAMPUS. A campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least 2 years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

INSTITUTIONAL SYSTEM. A complex of two or more insitutions of higher education, each separately organized or independently complete, under the control or supervision of a single administrative body.

PREVIOUS EDITIONS ARE OBSOLETE

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART A – FOR EACH COLLEGE, BRANCH, OR OTHER MAJOR DISTINCT ACADEMIC OR ADMINISTRATIVE UNIT OF YOUR INSTITUTION, INDICATE THE UNIT(S) THAT SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES IN 1975-76 BY CHECKING COLUMN (3) OR (4); ALSO COMPLETE COLUMN (5) WHEN APPLICABLE. IF *YES* IS CHECKED FOR ANY OF THE OPTIONS IN PART A, COMPLETE PARTS B, C, AND D; OTHERWISE PROCEED TO PART D AND COMPLETE THE QUESTIONNAIRE.

MAJOR ACADEMIC AND/OR ADMINISTRATIVE UNIT	LINE NUMBER	SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION ACTIVITIES (Check Column 3 or 4)		IF RECORDS ARE KEPT, SPECIFY WHERE THEY ARE HOUSED (Registrar, Continuing Education or Extension Division, etc.)
		YES	NO	
		IF YES, COMPLETE COLUMN (5)		
(1)	(2)	(3)	(4)	(5)
CONTINUING EDUCATION				
COLLEGE OF GENERAL STUDIES	1			
COMMUNITY SERVICES	2			
CONFERENCE BUREAU	3			
CONTINUING EDUCATION	4			
EVENING DIVISION	5			
EXTENSION	6			
INDEPENDENT STUDY/CORRESPONDENCE DIVISION	7			
UNIVERSITY COLLEGE	8			
OTHER (*specify*)				
	9			
	10			
	11			
	12			
ACADEMIC UNIT (*e.g., school, department*)				
AGRICULTURE	13			
ARCHITECTURE	14			
ARTS AND SCIENCES	15			
BUSINESS	16			
DENTISTRY	17			
EDUCATION	18			
ENGINEERING	19			
FINE ARTS	20			
HOME ECONOMICS	21			
JOURNALISM	22			
LAW	23			
LIBRARY SCIENCE	24			
MEDICINE	25			
MUSIC	26			
NATURAL RESOURCES	27			
NURSING	28			
PHARMACY	29			
PHYSICAL EDUCATION	30			
PUBLIC HEALTH	31			
SOCIAL WORK	32			

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART A (Continued) – FOR EACH COLLEGE, BRANCH, OR OTHER MAJOR DISTINCT ACADEMIC OR ADMINISTRATIVE UNIT OF YOUR INSTITUTION, INDICATE THE UNIT(S) THAT SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES IN 1975-76 BY CHECKING COLUMN (3) OR (4); ALSO COMPLETE COLUMN (5) WHEN APPLICABLE. IF *YES* IS CHECKED FOR ANY OF THE OPTIONS IN PART A, COMPLETE PARTS B, C, AND D; OTHERWISE PROCEED TO PART D AND COMPLETE THE QUESTIONNAIRE.

MAJOR ACADEMIC AND/OR ADMINISTRATIVE UNIT	LINE NUMBER	SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION ACTIVITIES *(Check Column 3 or 4)*		IF RECORDS ARE KEPT, SPECIFY WHERE THEY ARE HOUSED *(Registrar, Continuing Education or Extension Division, etc.)*
		YES	NO	
		IF YES, COMPLETE COLUMN (5)		
(1)	(2)	(3)	(4)	(5)
ACADEMIC UNIT–Continued				
VETERINARY MEDICINE	33			
OTHER *(specify)*				
	34			
	35			
	36			
OTHER				
ALUMNI OFFICE	37			
EXPERIMENTAL COLLEGE	38			
GRADUATE SCHOOL, OR DIVISION, OR PROGRAM	39			
PRESIDENT'S OFFICE	40			
SPECIAL SESSION	41			
SUMMER SESSION	42			
VOCATIONAL AND TECHNICAL EDUCATION	43			
ALL OTHER *(specify)*				
	44			
	45			
	46			
	47			

PART B – REGISTRATIONS IN NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES, BY FIELD OF INSTRUCTION, 1975-76 *(See Survey Coverage, Definitions, and Instructions on page 1, and pages i through viii).*
Report registrations for all of the sections of the activity each time it is offered during the twelve-month period.

CODE (1)	FIELD OF INSTRUCTION (2)	LINE NUMBER (3)	NUMBER OF REGISTRATIONS (NONCREDIT ACTIVITIES) (4)
	SUBJECT AREA		
0100	AGRICULTURE AND NATURAL RESOURCES	1	
0200	ARCHITECTURE AND ENVIRONMENTAL DESIGN	2	
0300	AREA STUDIES	3	
0400	BIOLOGICAL SCIENCES	4	
0500	BUSINESS AND MANAGEMENT	5	
0600	COMMUNICATIONS	6	

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART B (Continued) – REGISTRATIONS IN NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES, BY FIELD OF INSTRUCTION, 1975-76 *(See Survey Coverage, Definitions, and Instructions on page 1, and pages I through viii).* **Report registrations for all of the sections of the activity each time it is offered during the twelve-month period.**

CODE (1)	FIELD OF INSTRUCTION (2)	LINE NUMBER (3)	NUMBER OF REGISTRATIONS (NONCREDIT ACTIVITIES) (4)
	SUBJECT AREA—Continued		
0700	COMPUTER AND INFORMATION SCIENCES	7	
0800	EDUCATION	8	
0900	ENGINEERING	9	
1000	FINE AND APPLIED ARTS	10	
1100	FOREIGN LANGUAGES	11	
1200	HEALTH PROFESSIONS	12	
1300	HOME ECONOMICS	13	
1400	LAW	14	
1500	LETTERS	15	
1600	LIBRARY SCIENCE	16	
1700	MATHEMATICS	17	
1800	MILITARY SCIENCES	18	
1900	PHYSICAL SCIENCES	19	
2000	PSYCHOLOGY	20	
2100	PUBLIC AFFAIRS AND SERVICES	21	
2200	SOCIAL SCIENCES	22	
2300	THEOLOGY	23	
4900-1	INTERDISCIPLINARY STUDIES - CIVIC AND COMMUNITY AFFAIRS	24	
4900-2	INTERDISCIPLINARY STUDIES - ALL OTHER	25	
	OTHER *(specify)*		
0001	DEVELOPMENTAL ACTIVITIES	26	
0002	PHYSICAL EDUCATION AND AVOCATIONAL INSTRUCTION N.E.C.*	27	
0003		28	
0004		29	
0005		30	
	TOTAL *(Sum of lines 1 through 30)*	31	
	OCCUPATIONAL SPECIALITIES		
5000	BUSINESS AND COMMERCE TECHNOLOGIES	32	
5100	DATA PROCESSING TECHNOLOGIES	33	
5200	HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES	34	
5300	MECHANICAL AND ENGINEERING TECHNOLOGIES	35	
5400	NATURAL SCIENCE TECHNOLOGIES	36	
5500	PUBLIC SERVICE RELATED TECHNOLOGIES	37	
0006	OTHER TECHNOLOGIES *(specify)*		
		38	

*Not elsewhere classifiable.

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART B (Continued) – REGISTRATIONS IN NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES, BY FIELD OF INSTRUCTION, 1975-76 *(See Survey Coverage, Definitions, and Instructions on page 1, and pages i through viii).* **Report registrations for all of the sections of the activity each time it is offered during the twelve-month period.**

CODE (1)	FIELD OF INSTRUCTION (2)	LINE NUMBER (3)	NUMBER OF REGISTRATIONS (NONCREDIT ACTIVITIES) (4)
	OCCUPATIONAL SPECIALITIES—Continued		
0008	OTHER TECHNOLOGIES (specify)—Continued		
		39	
		40	
		41	
	TOTAL *(Sum of lines 32 through 41)*	42	
	TOTAL *(Sum of lines 31 and 42)*	43	

PART C – TREND DATA: Noncredit Registrations 1974-75 – 1975-76

1. IS YOUR INSTITUTION ABLE TO REPORT APPROXIMATELY 90 PERCENT OR MORE OF ITS REGISTRATIONS IN NONCREDIT INSTRUCTIONAL ACTIVITIES FROM A SINGLE SOURCE? *(Check one)*

   a. ☐ YES – IF "YES" IS CHECKED, ANSWER QUESTION 2.
   b. ☐ NO – IF "NO" IS CHECKED, GO TO PART D AND COMPLETE QUESTIONNAIRE

2. REGISTRATIONS IN THESE NONCREDIT INSTRUCTIONAL ACTIVITIES *(Complete a or b)*

   a. INCREASED_____PERCENT FROM THE PREVIOUS YEAR.
   b. DECREASED_____PERCENT FROM THE PREVIOUS YEAR.

PART D – POLICY AND EVALUATION

1. IS YOUR INSTITUTION USING THE CEU (CONTINUING EDUCATION UNIT)? *(Check one)*
   ☐ YES ☐ NO ☐ NOT AT THE PRESENT TIME BUT CONSIDERING USING IT
   IF "YES" IS CHECKED, ANSWER a; and b, c, and d when applicable.

   a. DID YOUR INSTITUTION USE THE CEU AS THE GENERAL RECORD KEEPING MECHANISM FOR ALL NONCREDIT INSTRUCTIONAL ACTIVITY *(as defined in this survey)* DURING 1975-76? *(Check one)*
      ☐ YES ☐ NO

   b. GIVE THE TOTAL NUMBER OF CEU's (ACTUAL NUMBER OF UNITS) YOUR INSTITUTION RECORDED DURING 1975-76. _____

   c. GIVE THE TOTAL NUMBER OF CEU's EARNED BY PARTICIPANTS IN YOUR NONCREDIT INSTRUCTIONAL PROGRAM DURING 1975-76 _____

   d. GIVE THE TOTAL NUMBER OF REGISTRATIONS ACCOUNTED FOR BY THE CEU's EARNED IN YOUR INSTITUTION DURING 1975-76 _____

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART D (Continued) – POLICY AND EVALUATION

2. DID YOUR INSTITUTION OFFER COURSE(S) IN ADULT BASIC EDUCATION DURING 1975-76? *(Check one)*

   a. ☐ YES ☐ NO

3. DID YOUR INSTITUTION OFFER COURSE(S) IN PREPARATION FOR THE GENERAL EDUCATIONAL DEVELOPMENT (GED) EXAMINATION FOR THE HIGH SCHOOL EQUIVALENCY DIPLOMA DURING 1975-76? *(Check one)*

   a. ☐ YES ☐ NO

4. DID YOUR INSTITUTION OFFER NONCREDIT INSTRUCTION TO THE ELDERLY DURING 1975-76 AT A REDUCED FEE? *(Check one)*

   a. ☐ YES ☐ NO

5. DID YOUR INSTITUTION OFFER NONCREDIT INSTRUCTION TO THE ELDERLY DURING 1975-76 WITHOUT A FEE? *(Check one)*

   a. ☐ YES ☐ NO

6. PROVIDE YOUR INSTITUTION'S COMMENTS REGARDING THIS SURVEY. *(Be specific and detailed. If additional space is needed attach another page and identify the comment by item number and write the name of your institution and your institution's code number at the top of that page.)*

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS XI)

ADULT/CONTINUING EDUCATION: NONCREDIT ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, 1975–76

SAMPLE SURVEY

SURVEY COVERAGE

A. **Purpose:** The purpose of this national sample survey is to determine the characteristics of noncredit adult/continuing education instructional activities and to obtain national estimates of the volume of these activities.

B. **Scope of the Survey:** This is a sample survey of the noncredit instructional activities offered by institutions of higher education.

The report is institution-wide in scope. Included are the noncredit instructional activities conducted by undergraduate, graduate, and professional schools and schools of general studies, religious institutes, conference bureaus, etc., in addition to those conducted by the extension and/or continuing education division.

Outside the scope of this survey are *ALL courses creditable toward academic degrees or similar awards*, including courses based on 1-year and 2-year curriculums. Enrollees in these courses should be reported on the OE Form 2300-2.3 which requests data on the enrollments of full-time and part-time degree students (resident and extension).

As stated above this survey is NOT intended to reflect registration in degree credit activities and is *NOT* designed to include registrations of students granted permission to attend degree credit courses even though they may receive no credit.

1. Activities to be INCLUDED in the report:

   a. Include the noncredit instructional activities offered by the single campus institution or the multi-campus institution or branch campus (see page 1), with the exception of those activities specifically excluded in item 2 which follows:

2. Noncredit instructional activities to be EXCLUDED from the report:

   a. Noncredit instructional activities offered by the Cooperative Exension Service of land-grant institutions. These data are reported to the United States Department of Agriculture.

   b. Noncredit instructional activities with less than 3 clock hours of instruction within the year.

   c. Noncredit instructional activities which are primarily social or recreational. (This exclusion would not apply, however to swimming classes, dancing classes, or other organized recreational courses which include 3 or more hours of instruction.)

   d. Regular high school courses and activities for high school youths. However, this exclusion is *not applicable* to special or remedial activities for adults, adult basic education, programs for high school dropouts and the aged, General Education Development (GED) test preparation, etc.

   e. Registrations in lecture series, mass media programs (TV, radio, films, etc.) travel groups and field study *UNLESS* they are an integral part of a larger educational program that requires some input from the participant. For example, registrations in a lecture series on "Contemporary American Art and Artists" would be *INCLUDED* in this survey *IF* the series has discussion periods or requests the registrants to submit an appraisal of museum visits, etc. But *IF* the lecture series entails only *LISTENING* to experts the registrations should be *EXCLUDED*.

DEFINITIONS

General: Adult/continuing education activities include organized instructional activities designed to meet the needs of people beyond compulsory school age whose major occupation is not that of a full-time student. They register for purposes of improving knowledge and/or skills in relation to career interests, home and family living, community activity and personal development in degree credit, nondegree credit and/or noncredit courses. However, this survey reflects only the noncredit adult/continuing educational instructional activities.

A. **Part A:** Self explanatory; presents a standard list of academic or administrative units in institutions of higher education.

B. **Part B:** Registrations in Noncredit Adult/Continuing Education Instructional Activities, By Field of Instruction, 1975-76.

1. Registrations refer to the total number of participants for each activity, NOT to individual persons; i.e. one individual may account for more than one registration.

   a. Registration data whenever possible should be obtained from RECORDS.

   b. Estimated data must be furnished if records are not available.

2. *Noncredit* instructional activities are organized educational activities that do not offer any form of credit; but provide some evidence of a registration process. A certificate of participation may be issued as recognition for having attended these activities.

3. Details for the subject areas and occupational specialties appear on pages iii through viii.

   Note that for selected fields of instruction a limited number of course titles are shown. These course titles are not intended to cover the entire range of content within the subject area but illustrate types of courses within a category.

4. Registrations are not restricted to particular types of instructional format. An instructional format is the principal mode by which the plan of instruction is implemented. Included are independent study, mediated instruction, etc. These non-

credit instructional activities may imply or include input by the participant but should provide some evidence of registration. Below are definitions of some of the commonly used instructional formats.

a. **Class or short course** is a formally organized group for instruction, which meets regularly and generally has intervening time periods between meetings. A short course differs from a class insofar as it extends over a more limited time period.

b. **Conference, institute and/or workshop** is an organized instructional program which meets for 3 hours or more in continuous session except for meals and recess.

c. **Independent and/or correspondence study** is a course of instruction involving exchange between instructor and student or an individual student program conducted by written communication and/or examination as well as by other media (broadcast television, broadcast radio, cassettes, etc).

d. **Lecture series** is an activity consisting essentially of a series of public addresses that are often based upon a theme and are part of a larger educational program. Registration for the series and input from the participant are required.

e. **Closed circuit TV instruction** is instruction mainly or entirely over a closed circuit video system completely controlled by the institution.

f. **Closed circuit audio instruction** is instruction mainly or entirely over a closed circuit audio system completely controlled by the institution.

g. **Telelecture** is an arrangement which brings together a teacher or lecturer to the classroom via regular telephone lines enabling the speaker to participate with several class sections simultaneously at different locations. The installation may provide two way communication between speaker and audience.

h. **Field study** is a learning experience that combines one day to several weeks of instruction with travel to related sites.

Part C: Trend Data: Noncredit Registrations 1974-75, 1975-76.

Self-explanatory.

Part D: Policy and Evaluation

1. The *Continuing Education Unit* (CEU) is a uniform unit of measurement for noncredit instructional activities. Each CEU represents ten hours of participation in an organized noncredit continuing education experience under responsible sponsorship, capable direction and qualified instruction.

2. Adult basic education includes noncredit instructional activities that offer the opportunity to overcome English-language difficulties and attain reading, writing, and oral communication and computational skills. These courses generally relate to life skills.

3. Courses in preparation for the General Educational Development (GED) Examination include noncredit courses intended to give students the knowledge and skills required to pass the GED Examination and obtain a high school equivalency diploma.

INSTRUCTIONS

Review thoroughly the Fields of Instruction: Codes, Titles, and Content on pages iii through viii before completing the survey form.

1. Time Period. Report registration for those noncredit instructional activities begun on or after July 1, 1975 and completed on or before June 30, 1976.

2. Institutional Coverage. Each institution in the survey is classified as a single campus institution, multi-campus institution or a branch campus (see page 1). The noncredit activities of these institutions should be reflected in this report. Include the activities of extension centers, all departments, divisions or other units of the institution. For example, noncredit activities are frequently scheduled by special institutes, conference bureaus, community service office, etc.

   Note: Instructional activities of the Cooperative Extension Service of USDA are excluded.

3. Please note that the registration in noncredit activities that are *jointly sponsored* with other academic institutions should be reported by the institution responsible for the records. Those activities conducted jointly with nonacademic organizations such as in-plant contract courses should be reported in this study provided that the institution of higher education has some responsibility for course content and/or instruction.

4. Respondent or Institutional Coordinator. Since the majority of institutions have a decentralized administrative pattern for noncredit activities, it is recommended that the institution designate one person as the coordinator for the Survey of Adult/Continuing Education: Noncredit Activities in Institutions of Higher Education, 1975-76.

   The coordinator has the responsibility of filing a survey form that reflects the institution's total registrations in noncredit activities as defined in this survey.

   The coordinator may request or reproduce additional copies of the form to distribute to the reporting units of the institution.

5. Consultation on Problems. If clarification of the definitions and instructions is needed, please consult the survey director, Miss Florence B. Kemp, DHEW, Education Division, National Center for Education Statistics, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Or you may phone (202) 245-8340.

6. Returning Forms. Completed report forms should be addressed to: Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTN: Room 2164, HEGIS, 400 Maryland Avenue SW., Washington, D.C. 20202 or to the HEGIS coordinator if there is a HEGIS coordinator in your State.

FIELDS OF INSTRUCTION: CODES, TITLES, AND CONTENT

The fiel[illegible] instruction are listed in two mutually exclusive sections: subject areas; and occupation specialties or technologies. It should be noted that the conte[illegible]t of the noncredit activities classified under occupational specialties or technologies is oriented toward the practical. They are job oriented and designed to meet specific vocational needs in a specific career field and are geared to meet immediate needs of employees.

SUBJECT AREAS:

The subject areas shown below should be used to categorize the noncredit instructional activities. Generally one subject area can be selected as representing the main intent of the instructional activity. If a c[illegible]se or other activity overlaps two or more subject areas, it should be listed under the area to which it gives primary emphasis. If it involves more th[illegible] one major subject area, without concentration in any one, then it should be listed under INTERDISCIPLINARY STUDIES, ALL OTHER (see page vii).

0100 AGRICULTURE AND NATURAL RESOURCES. Includes subject areas related to the production of food and management of natural fiber, plant, forest and wild life resources.

- Agriculture, general
- Agronomy (field crops, and crop management)
- Soils science (management and conservation)
- Animal science (husbandry)
- Dairy science (husbandry)
- Poultry science
- Fish, game, and wildlife management
- Horticulture (fruit and vegetable production)
- Ornamental horticulture (floriculture, nursery science)
- Agricultural and farm management
- Agricultural economics
- Agricultural business
- Food science and technology
- Forestry
- Natural resources management
- Agriculture and forestry technologies
- Range management
- Other

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN. Includes subject areas related to designing buildings, communities, parks, and other man-made aspects of the physiosocial environment.

- Environmental design, general
- Architecture
- Interior design
- Landscape architecture
- Urban architecture
- City, community, and regional planning
- Other

0300 AREA STUDIES. Includes areas designed to study cultures indigenous to specific geographic regions.

- Asian studies, general
- East Asian studies
- South Asian (India, etc.) studies
- African studies
- Islamic studies
- Russian and Slavic studies
- Latin American studies
- Middle Eastern studies
- European studies, general
- Eastern European studies

0300 AREA STUDIES—Continued

- West European studies
- American studies
- Pacific area studies
- Other

0400 BIOLOGICAL SCIENCES. Includes subject areas related to the science of life or living matter in all its forms and phenomena especially with regard to the origin, growth, reproduction and structure of life forms.

- Biology, general
- Botany, general
- Bacteriology
- Plant pathology
- Plant pharmacology
- Plant physiology
- Zoology, general
- Pathology, human and animal
- Pharmacology, human and animal
- Physiology, human and animal
- Microbiology
- Anatomy
- Histology
- Biochemistry
- Biophysics
- Molecular biology
- Cell biology (cytology, cell physiology)
- Marine biology
- Biometrics and biostatistics
- Ecology
- Entomology
- Genetics
- Radiobiology
- Nutrition, scientific (excludes nutrition in home economics and dietetics)
- Neurosciences
- Toxicology
- Embryology
- Other

0500 BUSINESS AND MANAGEMENT. Includes subject areas related to the organization, operation, and administration of private and public organizations.

- Business and commerce, general
- Accounting
- Business statistics
- Banking and finance
- Investments and securities

0500 BUSINESS AND MANAGEMENT–Continued

Business management and administration
Operations research
Hotel and restaurant management
Marketing and purchasing
Transportation and public utilities
Real estate
Insurance
International business
Secretarial studies
Personnel management
Labor and industrial relations
Business economics
Other

Examples of course titles:

Business organization and control
Small business seminar
Electronic data processing for management

0600 COMMUNICATIONS. Includes subject areas related to collection, preparation, and presentation of ideas and information intended for popular consumption through mass media.

Communications, general
Journalism (printed media)
Radio/television
Advertising
Communication media (use of videotape, films, etc., oriented specifically toward radio/television)
Other

0700 COMPUTER AND INFORMATION SCIENCES. Includes subject areas having to do with the design and development of computer capabilities, and their application to data storage and manipulation and related computational procedures.

Computer and information sciences, general
Information sciences and systems
Data processing
Computer programming
Systems analysis
Other

Examples of course titles:

Computer workshop for graduate engineers
Operating systems - computer science and data design

0800 EDUCATION. Includes subject areas related to administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations.

Education, general
Elementary education, general
Secondary education, general
Junior high school education
Higher education, general
Junior and community college education
Adult and continuing education

0800 EDUCATION–Continued

Special education, general
Administration of special education
Education of the mentally retarded
Education of the gifted
Education of the deaf
Education of the culturally disadvantaged
Education of the visually handicapped
Speech correction
Education of the emotionally distu/bed
Remedial education
Special learning disabilities
Education of the physically handicapped
Education of the multiple handicapped
Social foundations (history and philosophy of education)
Educational psychology (include learning theory)
Pre-elementary education (kindergarten)
Educational statistics and research
Educational testing, evaluation and measurement
Student personnel (counseling and guidance)
Educational administration
Educational supervision
Curriculum and instruction
Reading education (methodology and theory)
Art education (methodology and theory)
Music education (methodology and theory)
Mathematics education (methodology and theory)
Science education (methodology and theory)
Physical education
Driver and safety education
Health education
Business, commerce, and distributive education
Industrial arts, vocational, and technical education
Other

0900 ENGINEERING. Includes subject areas related to the practical application of basic scientific knowledge to the design, production, and operation of systems intended to facilitate man's control and use of his natural environment.

Engineering, general
Aerospace, aeronautical and astronautical engineering
Agricultural engineering
Architectural engineering
Bioengineering and biomedical engineering
Chemical engineering (include petroleum refining)
Petroleum engineering (exclude petroleum refining)
Civil, construction, and transportation engineering
Electrical, electronics, and communications engineering
Mechanical engineering
Geological engineering
Geophysical engineering
Industrial and management engineering
Metallurgical engineering
Materials engineering
Ceramic engineering
Textile engineering
Mining and mineral engineering
Engineering physics
Environmental and sanitary engineering
Naval architecture and marine engineering
Ocean engineering
Other

1000 FINE AND APPLIED ARTS. Includes subject areas having to do with the creation, performance and appreciation of the diverse modes of communication ideas and emotions by means of stylized, visual, and nonvisual representations and symbols.

Fine arts, general
Art (painting, drawing, sculpture)
Art history and appreciation
Music (performing, composition, theory)
Music history and appreciation (musicology)
Dramatic arts
Dance
Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)
Cinematography
Photography
Other

Examples of course titles:

Beginning guitar
Black and white photography
Life drawing
Ceramics
Loom weaving
The art of leaded glass
Ballet dancing
Understanding the opera

1100 FOREIGN LANGUAGES. Includes subject areas related to mastery of a language other than English or related to the study of a foreign culture through exploration of the literature of that culture.

Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
French
German
Italian
Spanish
Russian
Chinese
Japanese
Latin
Greek, classical
Hebrew
Arabic
Indian (asiatic)
Scandinavian languages
Slavic languages (other than Russian)
African language (non-Semitic)
Other

1200 HEALTH PROFESSIONS. Includes subject areas having to do with the maintenance and restoration of physical and mental health.

Health professions, general
Hospital and health care administration
Nursing
Dentistry

1200 HEALTH PROFESSIONS—Continued

Dental specialties
Medicine
Medical specialties
Occupational therapy
Optometry
Osteopathic medicine
Pharmacy
Physical therapy
Dental hygiene
Public health
Medical record librarianship
Podiatry
Biomedical communication
Veterinary medicine
Veterinary medicine specialties
Speech pathology and audiology
Chiropractice
Clinical social work (medical and psychiatric and specialized rehabilitation services)
Other

1300 HOME ECONOMICS. Includes subject areas related to the theory and practice of family and home care including the science of foods, home decoration and management, consumer economics and child care.

Home economics, general
Home decoration and home equipment
Clothing and textiles
Consumer economics and home management
Family relations and child development
Foods and nutrition (include dietetics)
Institutional management and cafeteria management
Other

Examples of course titles:

Holding on to your purse strings
Banking practices and savings for the family
Reading labels
Basic principles in buying and selling a home for the homeowner
Use, care, repair and maintenance of equipment related to the house and surroundings for the homeowner

1400 LAW. Includes subject areas relating to instruction in the legal customs, practices and rules of society and states.

1500 LETTERS. Includes subject areas relating to the English language and literature and value systems related to ancient and modern cultures.

English, general
Literature, English
Comparative literature
Classics
Linguistics (include phonetics, sematics, and philology)
Speech, debate, and forensic science (rhetoric and public address)
Creative writing
Teaching of English as a foreign language
Philosophy
Religious studies (exclude theological professions)
Other

1600 **LIBRARY SCIENCE.** Includes subject areas related to skills required to organize collections of books and related materials and the training necessary for providing services related to them.

1700 **MATHEMATICS.** Includes subject areas related to the science of numbers and space configurations and their operations, measurement, relationships, and abstractions.

Mathematics, general
Statistics, mathematical and theoretical
Applied mathematics
Other

1800 **MILITARY SCIENCES.** Includes subject areas having to do with techniques and skills unique to the pursuit of a professional career as a military officer.

Military science (Army)
Naval science (Navy, Marines)
Aerospace science (Air Force)
Other

1900 **PHYSICAL SCIENCES.** Includes subject areas related to the basic nature of matter, energy, and associated phenomena.

Physical sciences, general
Physics, general (exclude biophysics)
Molecular physics
Nuclear physics
Chemistry, general (exclude biochemistry)
Inorganic chemistry
Organic chemistry
Physical chemistry
Analytical chemistry
Pharmaceutical chemistry
Astronomy
Astrophysics
Atmospheric sciences and meteorology
Geology
Geochemistry
Geophysics and seismology
Earth sciences, general
Paleontology
Oceanography
Metallurgy
Other

Examples of course titles:

Gems and gem materials
Scientific enrichment

2000 **PSYCHOLOGY.** Includes subject areas related to behavioral and mental processes. Excludes educational psychology classified under 0800, Education.

Psychology, general
Experimental psychology (animal and human)
Clinical psychology
Psychology for counseling
Social psychology
Psychometrics
Statistics in psychology

2000 PSYCHOLOGY—Continued

Industrial psychology
Developmental psychology
Physiological psychology
Other

Examples of course titles:

Married couples seminar
Exploring psychic phenomena
Psychology and psychoanalysis in everyday life
Sensitivity training
Transactional analysis

2100 **PUBLIC AFFAIRS AND SERVICES.** Includes subject areas related to developing and improving competencies in the management and operation of governmental agencies.

Community services, general
Public administration
Parks and recreation management
Social work and helping services (other than clinical social work)
Law enforcement and corrections
International public service (other than diplomatic service)
Other

2200 **SOCIAL SCIENCES.** Includes subject areas, related to aspects of past and present activities, conduct, interactions and organizations of humans.

Social sciences, general
Anthropology
Archaeology
Economics
History
Geography
Political science and government
Sociology
Criminology
International relations
Afro-American (black culture) studies
American Indian cultural studies
Mexican-American cultural studies
Urban studies
Demography
Other

2300 **THEOLOGY.** Includes subjects related to religion.

Theological professions, general
Religious music
Biblical languages
Religious education
Other

4900-1 INTERDISCIPLINARY STUDIES–CIVIC AND COMMUNITY AFFAIRS. Includes subject content centering on issues or solutions to problems that affect the individual in relation to a group or the community as a whole. The concept of the community is broadly defined; it could be the local, State, national or international community.

ISSUES OR PROBLEMS:

Changing role of women
Citizen participation in community affairs
Community services and welfare
Crime prevention
Drugs and drug abuse
Education crisis
Housing and urban renewal
Population control
Poverty urban and rural
Race relations and minority groups
Retirement and leisure
Senior citizens as members of the community
Technocracy: career obsolescence and new careers

Examples of course titles:

Development of community leadership skills
Women - potentials and perspectives

4900-2 INTERDISCIPLINARY STUDIES–ALL OTHER. Involves more than one major subject area without concentration in any one area.

Example:

An institute in Health Systems Planning should be reported as *1200 (Health Professions)* if public health aspects are stressed but as *0700 (Computer and Information Sciences)* if systems analysis is stressed; if no single area is the focus then interdisciplinary would be appropriate.

0001 DEVELOPMENTAL ACTIVITIES. Includes subject areas related to preparing adults for a high school equivalency diploma or acquiring the knowledge and skills needed by adults in order to take course work for a degree, certificate, etc.

Examples of course titles:

Adult basic education
English as a second language
Improving college reading
Computing and writing skills

0002 PHYSICAL EDUCATION AND AVOCATIONAL INSTRUCTIONAL ACTIVITIES NOT ELSEWHERE CLASSIFIABLE

Archery
Bridge
Coin collecting
Chess
Driving range golf
Stamp collecting
Slimnastics
Tennis
Yoga

OCCUPATIONAL SPECIALITIES OR TECHNOLOGIES

The course content of the noncredit instructional activities in the occupational specialties or technologies is closely allied to the development of technical skills usually necessary either for entrance into employment or for further advancement in a specific career field. Many of these activities prepare for entrance into occupations at the semiprofessional level.

5000 BUSINESS AND COMMERCE TECHNOLOGIES. Includes subject areas specifically associated with development of technical skills required for commercial, business or secretarial occupations.

Business and commerce technologies, general
Accounting technologies
Banking and finance technologies
Marketing, distribution, purchasing, business, and industrial management technologies
Secretarial technologies (include office machines training)
Personal service technologies (stewardess, cosmetologist, etc.)
Photography technologies
Communications and broadcasting technologies (radio/television, newspapers)
Printing and lithography technologies
Hotel and restaurant management technologies
Transportation and public utility technologies
Applied arts, graphic arts, and fine arts technologies (include advertising design)
Other

5000 BUSINESS AND COMMERCE TECHNOLOGIES–Continued

Examples of course titles:

Bookkeeping and the computer
Direct mail advertising - how to make it effective
Introduction to travel agency career
Office machines

5100 DATA PROCESSING TECHNOLOGIES. Includes subject areas specifically associated with development of technical skills required for data processing.

Data processing technologies, general
Key punch operator and other input preparation technologies
Computer programmer technologies
Computer operator and peripheral equipment
Data processing equipment maintenance technologies
Other

5200 HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES. Includes subject areas specifically associated with development of technical skills required for health services.

Health services assistant technologies, general
Dental assistant technologies
Dental hygiene technologies
Dental laboratory technologies
Medical or biological laboratory assistant technologies
Animal laboratory assistant technologies
Radiologic technologies (X-ray, etc.)
Nursing, R.N.
Nursing, practical
Occupational therapy technologies
Surgical technologies
Optical technologies (include ocular care, ophthalmic, optometric technologies)
Medical record technologies
Medical assistant and medical office assistant technologies
Inhalation therapy technologies
Psychiatric technologies (include mental health aide programs)
Electro diagnostic technologies (include E.K.G., E.E.G., etc.)
Institutional management technologies (rest home, etc.)
Physical therapy technologies
Other

Examples of course titles:

Medical terminology
Medical record science

5300 MECHANICAL AND ENGINEERING TECHNOLOGIES. Includes subject areas specifically associated with development of technical skills required for mechanical and engineering related occupations.

Mechanical and engineering technologies, general
Aeronautical and aviation technologies
Engineering graphics (tool and machine drafting and design)
Architectural drafting technologies
Chemical technologies (include plastics)
Automotive technologies
Diesel technologies
Welding technologies
Civil technologies (surveying, photogrammetry, etc.)
Electronics and machine technologies (television, appliance, office machine repair, etc.)
Electromechanical technologies

5300 MECHANICAL AND ENGINEERING TECNOLOGIES—Continued

Industrial technologies
Textile technologies
Instrumentation technologies
Mechanical technologies
Nuclear technologies
Construction and building technologies (carpentry, electrical work, plumbing, sheet metal, air conditioning, heating, etc.)
Other

Examples of course titles:

Home air conditioning and refrigeration appliances.
Engine diagnosis and tune-up
Oxyacetylene welding - brazing - soldering
Blueprint reading
Radio and television repair and servicing

5400 NATURAL SCIENCE TECHNOLOGIES. Includes subject areas specifically associated with development of technical skills required for natural science and related occupations.

Natural science technologies, general
Agriculture technologies (include horticulture)
Forestry and wildlife technologies (include fisheries)
Food services technologies
Home economics technologies
Marine and oceanographic technologies
Laboratory technologies, general
Sanitation and public health inspection technologies (environmental health technologies)
Other

5500 PUBLIC SERVICE RELATED TECHNOLOGIES. Includes subject areas specifically associated with development of technical skills required for public service related occupations.

Public service technologies, general
Bible study or religion-related occupations
Education technologies (teacher aide and 2-year teacher training programs)
Library assistant technologies
Police, law enforcement, corrections technologies
Recreation and social work related technologies
Fire control technology
Public administration and management technologies
Other

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RELATED NCES PUBLICATIONS

	Noncredit Activities in Institutions of Higher Education, 1967-68:
OE-13036	*Institutional Distribution*
OE 72-13	*Registrations*
OE 73-11405	*Professional and Technical Refresher Courses*
OE 72-1	*Participation in Adult Education - Initial Report, 1969*
OE 75-165	*Participation in Adult Education - Final Report, 1969*
NCES 76-160	*Participation in Adult Education, 1972*
OE 75-161	*Adult Education in Community Organizations, 1972*
NCES 76-163	*Programs and Enrollments in Noncollegiate Postsecondary Schools, 1973-74*
NCES 77-352	*Participation in Adult Education, 1975*
(In process)	*Adult Education by Correspondence, 1975-76*
NCES 77-350	*Directory of Postsecondary Schools With Occupational Programs, 1975-76*
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